



**Checklist for a Report of Birth Abroad:  
One Parent *Not* an American Citizen**

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Unless marked otherwise, all of the following items are **REQUIRED**. If you do not have all of the required items, we will **NOT** accept your application, and you should return at another time.\* The American Citizen Parent **MUST** be present at time of application in all cases.

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**Item 1: COMPLETED REPORT OF BIRTH APPLICATION (BOXES 1 – 15)**

**Item 2: CHILD’S ORIGINAL BIRTH CERTIFICATE and PHOTOCOPY**

- a. If the child’s Birth Certificate is in both English and Hebrew/Arabic: Be sure that the name is spelled -- in English -- exactly how you want it to be spelled on the child’s Report of Birth Abroad. We must go by the spelling as it is presented in English.
- b. If the child’s Birth Certificate is in Hebrew/Arabic language only: If not already translated, please use the provided translation form.

Note: Parents’ names (and child’s name) must appear on the birth certificate **EXACTLY** as they appear on the citizenship and identity documents provided. If not a name change document (see ITEM 5) is required.

**Item 3: PROOF OF AMERICAN CITIZEN PARENT’S U.S. CITIZENSHIP and PHOTOCOPY**

Only acceptable proof (must have been issued prior to the child’s birth):

- U.S. Passport;
- U.S. Birth Certificate;
- Naturalization/ Citizenship Certificate; or
- Report of Birth Abroad.

**Item 4: EVIDENCE OF THE NON-AMERICAN CITIZEN PARENT’S CITIZENSHIP and PHOTOCOPY**

Foreign Passport or Israeli/Palestinian Identification.

**Item 5: DOCUMENTS PROVING NAME CHANGE and PHOTOCOPY (IF**

**APPLICABLE)** Parents’ and child’s names must match exactly the names on the citizenship and identity documents provided. If not, you must prove the name change via one of the following items:

- Marriage Certificate or Court Order;
- Name Change Certificate issued by a government authority; and/or
- Previous child’s Report of Birth Abroad that lists ‘AKAs’

*Continued*

**Item 6: THE FOLLOWING THREE ITEMS:**

- 1) Proof of the American Parent's Physical Presence in the U.S.
  - a. If your child was born *before* November 14, 1986, the American parent must prove that he/she was physically present in the U.S. for a total of ten (10) years prior to the birth of the child; at least five (5) of those years must have been after the age of 14.
  - b. If your child was born *after* November 14, 1986, the American parent must prove that he or she was physically present in the U.S. for a total of five (5) years prior to the birth of the child, at least two (2) of those years after the age of 14.

Documents that are **usually** accepted as primary evidence include:

- **original** school transcripts or report cards (sealed and signed by the registrar);
- certified tax returns **stamped by the IRS** or original W-2 Forms.

U.S. passports bearing **entry and exit stamps** are accepted as secondary evidence. Letters and diplomas from schools and/or employers are **not** accepted.

- 2) Parents' original marriage certificate (if parents are married) and a photocopy: If the Marriage Certificate is in Hebrew/Arabic please use the translation form provided.
- 3) Divorce or Death Certificate (if applicable) and a photocopy: If either/both parent(s) had a previous marriage, you must submit evidence of how the marriage was terminated (i.e., original or certified copy of the death/divorce certificate).

**Item 7: REPORT OF BIRTH ABROAD FROM A PREVIOUS CHILD LISTING THE SAME PARENTS and PHOTOCOPY.** In cases where a previous child has been registered, parents should present the documentation of physical presence used to apply for the previous Report of Birth Abroad.

**Item 8: PAYMENT – \$65**

Payment can be made in dollars, shekels or by American Express, Visa, MasterCard, Diner's and Novus/Discover cards. Personal checks, money orders or other credit cards are **not accepted**. Please have exact change. Photocopies will cost \$1.